

# workbook

u.s army europe civilian personnel directorate



## ANNUAL INCENTIVE AWARDS UPDATE

The **Army in Europe Annual Incentive Awards Ceremony 2005** is scheduled for 7 June 2005.

This awards ceremony allows Commanders and heads of organizations to recognize individuals or groups of individuals who have made significant contributions to the Army mission during the calendar year 2004.

Complete information is available at the civilian personnel website under "awards" at <http://www.per.hqusaureur.army.mil/cpd/>

## Global Rebasing

*by Jeannie Davis, Director, Civilian Personnel Directorate*

I hope that all of you have read Bell Sends #18-05, Update on the Impacts of Global Rebasing on United States Army Forces in Europe, which provides some specificity to the rumors that we all have been hearing for many months now. GEN Bell tells us that in the future, US Army in Europe will be concentrated in four Joint Main Operating Base locations -- Wiesbaden, Grafenwoehr, Kaiserslautern, and Vicenza. He also tells us that we hope to begin moving the 1st Infantry Division back to CONUS as early as next year and 1st Armored Division about 2 years later. These are significant events for every member of the US Army team in Europe -- a basic redefinition of the footprint and the beginning of Global Rebasing.

I want to assure civilian employees that the leaders of this theater recognize the impact that this will have on you. They realize that the move of Divisions, while not a simple matter for Soldiers, will mean major life changes for our US and local national civilians. Our leaders recognize your incredible loyalty to this command and the extremely hard

work that you all do in support of all missions, particularly the Global War on Terror. They have committed to ensuring a smooth transition for our employees, as much as possible, in the future transformation.

My office has been working on some new policies and guidance to help the command execute its civilian personnel responsibilities. We are in the last stages of coordination of a regulation on restructuring which contains guidance regarding overseas rotation, recruitment and retention of employees, and other programs that will be key to our success. We are also working on a handbook with information regarding the restructuring process; and a handbook regarding "Health of the Civilian Workforce" that will focus on keeping our employees well throughout the transformation.

We hope that these are helpful tools - will continue to explore additional tools and ideas and solicit your thoughts regarding ways that we can meet the mission of transformation and take care of our valued employees.

# Compensatory Time for Travel

## for Civilian Employees

The Federal Workforce Flexibility Act of 2004 (Public Law 108-411) authorized a new form of compensatory time off for time spent by an employee in a travel status away from the official duty station when such time is not otherwise compensable. Effective 28 January 2005, the Office of Personnel Management (OPM) published interim regulations on this new provision. The interim regulations will be in effect until OPM issues the final regulations.

Some key points of the regulation and the Department of Army (DA) guidance on the new compensatory time for travel are:

In order to qualify for compensatory time, the time must be actually spent traveling between the official duty station and a temporary duty station; must be designated as officially authorized travel; and the employee must not be compensated in any other way (e.g. overtime, normal duty time).

The usual waiting time at an airport or bus or train station that precedes or interrupts travel is creditable travel time subject to subtraction of any bona fide meal periods.

DA requires compensatory time be requested and approved in advance, so employees will submit requests to their supervisor prior to the actual travel, basing the time requested on the travel itinerary. Should the employee encounter delays once travel begins, the compensatory time may be adjusted to include the additional time.

Compensatory time will be requested, accrued, tracked, and used in 15-minute increments. Compensatory time for travel must be used within 26 pay periods. Unlike regular compensatory time, compensatory time for travel does not convert to paid time. Any compensatory time for travel not used within 26 pay periods of being earned will be forfeited.

Two new codes (CB for earned and CF for used) have been established to record and track compensatory time for travel. Use of the codes requires a system change in the Defense Finance and Accounting System (DFAS). The system change is scheduled to occur in June. Until it is accomplished, timekeepers must track compensatory time for travel manually. DFAS has published interim guidance on time keeping procedures at <http://www.chra.eur.army.mil/policy/docs/TimekeepingProcedures-CompTimeTravel.pdf>.

The interim regulation, effective 28 January 2005 is available at [www.opm.gov/oca/compmemo/index.asp](http://www.opm.gov/oca/compmemo/index.asp).

# SUMMER HIRE PROGRAM

The Summer Hire Program offers young people, ages 14-22, employment opportunities for the summer in locations throughout Europe. This year's program will begin on 27 June and it will end on 5 August. Jobs are available in the areas of clerical, labor, and child development work. The salary rate for the 2005 Summer Hire Program will be \$5.14 per hour.

The Summer Hire Program provides opportunities for our young people to have meaningful work and at the same time, supports the Army in Europe mission. Last year, we were able to employ approximately 2,400 applicants within the theater. This year's goal is to provide employment for all eligible Summer Hire applicants.

The Civilian Human Resources Agency-Europe (CHRA-E) is accepting applications for the 2005 Summer Hire program.

Managers should begin planning now for this program. A 13 May 2005 suspense is established for submitting requests for personnel actions.

Instructions for managers are available on the CHRA-E website at  
<http://www.chra.eur.army.mil/>

**JUNE 27 - AUGUST 5**

# SUMMER HiRE 2005

**WHAT ARE YOU  
DOING THIS  
SUMMER?**

Work in an office or outdoors with the USAREUR Summer Hire Program

Employment for family members ages 14 - 22.

Applications accepted beginning March 31!

Click on the Summer Hire link at [www.chra.eur.army.mil](http://www.chra.eur.army.mil/) for more details or to apply.



# Deployed Civilian Handbook Published

## Army in Europe Pamphlet 690-47-1

A new Army in Europe Pamphlet, Civilian Deployment Handbook AE 690-47-1, 12 January 2005, is now available at <https://www.aeaim.hqusareur.army.mil/library/>.

This handbook is designed as a tool for employees who are deployed or will deploy to a contingency assignment. It is also designed as a tool for managers and supervisors. It discusses benefits and entitlements for employees on deployed assignments and outlines management and employee responsibilities in the deployment process. The handbook also provides an overview of deployment related issues, such as casualty status; next of kin notification; customs; hours of work and leave policies; and deployed living conditions.

To request copies of the handbook, contact the Army in Europe Publishing System at [https://aepubs.army.mil/ae/public/aepubs\\_main.asp](https://aepubs.army.mil/ae/public/aepubs_main.asp).



## Guides for Handling On-the-Job Injuries

The Civilian Personnel Directorate has prepared four tri-fold guides to assist U.S. employees and managers of U.S. employees (appropriated and non-appropriated fund) in the correct procedures to follow when handling on-the-job injuries. These guides inform employees about the benefits federal employees can receive under the Federal Employees Compensation Act (FECA), as well as the forms needed to report on-the-job injuries.

These guides can be ordered through G6 Publications and can also be found on [www.per.hqusareur.army.mil/cpd](http://www.per.hqusareur.army.mil/cpd), click on-the-job injuries or on [www.chra.eur.army.mil](http://www.chra.eur.army.mil), click on "W" at the master index.

The guides can be ordered from G6 Publications as follows:

AE Misc Pub 690-2A 15 Dec 04 - Appropriated Fund: A Guide for Employees  
AE Misc Pub 690-2C 15 Dec 04 - Appropriated Fund: A Guide for Managers  
AE Misc Pub 690-2B 15 Dec 04 - Nonappropriated Fund: A Guide for Employees  
AE Misc Pub 690-2D 15 Dec 04 - Nonappropriated Fund: A Guide for Managers



# Understanding Leadership Competencies & Executive Core Qualifications (ECQs)

**“People are not your most important resource, the *right people are*.” - Jim Collins, *Good to Great***

In 1997, the Office of Personnel Management undertook an extensive study of the attributes of successful leaders in the public and private sector. From this research they identified 27 leadership competencies essential to organizational success. They grouped these 27 competencies into five fundamental executive qualifications, Executive Core Qualifications (ECQs). The ECQs and underlying competencies were designed to assess executive experience and potential—not technical expertise. They are the criteria used in making selections for the Senior Executive Service (SES).

The ECQs measure the leadership skills of an individual to determine whether they will succeed in a leadership position. As we continue to do more with less and civilians take on more of a leadership role in the Army, it is crucial that we put the right people in the right jobs. The cost of an unsuccessful selection is an expense we can't afford. Recognizing that leadership competencies are crucial for every level of supervision, USAREUR implemented a command policy, *Application of Leadership Competencies for Supervisory Positions*, 1 March 2005. Effective 1 May 2005, this policy directs supervisors and managers to use leadership competencies as the basis for selecting candidates for supervisory positions, and for promoting and developing supervisors.

The Leadership Competencies are the personal and professional attributes that are critical to successful performance as a leader. They

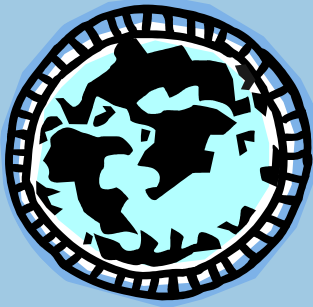
measure whether an individual has the broad executive skills needed to succeed. The best way to determine if candidates possess the leadership skills is to conduct competency-based interviews. Competency-based interviews are designed to reveal the candidates' experiences that illustrate their level of expertise in the leadership competencies. Supervisors should conduct competency-based interviews with their top candidates for every supervisory position.

Additionally, experience and training that enhance leadership abilities must be included in the development of current and future leaders. Supervisors and individuals who aspire to be supervisors should first complete a self-assessment to determine their strengths and weaknesses. It is always valuable to seek feedback from others as well. Then an Individual Development Plan (IDP) should be written to document the training and self-development activities that will build on the strengths and improve the weaknesses. The Leadership Competency Self-Assessment, a list of training and self-development resources, and a sample IDP, are available on the CPD website at <http://www.per.hqusareur.army.mil/cpd/>. Select Leader Development from the menu on the left.

Applying the leadership competencies, in the promotion and development of supervisors, will enable USAREUR to build a strong cadre of leaders prepared to transform the Army for the 21<sup>st</sup> Century.



# CIVILIANS CALLED TO ACTIVE DUTY



## Federal Employees Called to Active Duty May Elect to Extend Health Benefits Coverage

**N**ational Defense Authorization Act for Fiscal Year 2005 (Public Law 108-375) amended 5 USC 8905a by providing that any employee who is called to active duty, on or after 14 September 2001, may elect to continue Federal Employees' Health Benefits (FEHB) coverage for up to 24 months. This replaces the current time of 18 months. This is a choice the employee will make after being placed on LWOP or separated from Federal service to perform active military duty and if all of the following apply: The employee is:

- Enrolled in a health-benefits plan under this paragraph
- A member of a Reserve Component of the armed forces
- Called or ordered to active duty in support of a contingency operation as defined below
- Serves on active duty for more than 30 consecutive days

These provisions of the law will be implemented upon receipt of DOD final guidance. Supervisors and employees will be informed when the final guidance is received by a posting on the HQ USAREUR, Office of the Deputy Chief of Staff G1, Civilian Personnel website at <http://www.per.hqusareur.army.mil/cpd/>. Further information can also be obtained in AE Pamphlet 690-14, Army in Europe Guide for Appropriated Fund Civilian Employees Who Perform Active Military Duty, 18 January 2005. This document is available in the Library of AE Publications and Forms at <https://www.aeaim.hqusareur.army.mil/library/>.

### Covered Contingency Operations

**Contingency - Bosnia**  
**Authority - Executive Order 12982**  
**Effective Date - 8 Dec 95**  
Operation Joint Endeavor  
Operation Joint Guard  
Operation Joint Forge

**Contingency - Iraqi Crisis**  
**Authority - Executive Order 13076**  
**Effective Date - 24 Feb 98**  
Operation Iraqi Freedom  
Operation Valiant Strike  
Operation Southern Watch  
Operation Northern Watch

**Contingency - Kosovo**  
**Authority - Executive Order 13120**  
**Effective Date - 27 Apr 99**  
Operation Allied Force

**Contingency - 9/11 Terrorist Attacks**  
**Authority - Executive Order 13223**  
**Effective Date - 14 Sep 01**  
Operation Enduring Freedom  
Operation Noble Eagle  
Operation Iraqi Freedom



# Defense Civilian Pay System (DCPS)

The Defense Civilian Pay System (DCPS) is the automated system used to flow civilian payroll data to the Defense Finance Accounting Service (DFAS). The DCPS system is designed to allow on-line updates of employee data. The DCPS Support Office in Seckenheim, Germany is the support branch and payroll liaison office for Army in Europe employees and the DFAS-Charleston Operating Location (OPLOC). The Chief, reports directly to the Director of the Civilian Personnel Directorate (CPD). The DCPS experts in this office assist managers and employees with payroll questions.

The Defense Civilian Personnel Data System (DCPDS) is maintained by the Civilian Personnel Operations Center (CPOC) and provides an automated interface that relays information between it and the DCPS system on a daily basis. When the CPOC updates an employee's record in DCPDS, the change is automatically transferred to the DCPS system. Every time an employee receives an SF-50 Notification of Personnel Action, that same information is transmitted to the payroll system. The transferred information file updates necessary elements in the record such as salary, entitlements and allowances, health and life insurance, Thrift Savings Plan deductions, and overseas allowance entitlements. The information file will also let the DCPS system know when an employee should be paid an award, is going on military furlough, leave without pay, and/or when any other action occurs that affects pay.

The DCPS system is designed to allow online updates of employee data and is comprised of four specific user functions: Customer Service Representative (CSR), Time and Attendance (T&A), Human Resource Office (HRO), and Accounting Technician (ACCT).

**Customer Service Representative (CSR)** - Processes specific non-SF50 employee data (address, bonds, union, allotments, charity, taxes, insurance), accounting classification, utilize on-line inquiries, and perform limited reference table maintenance.

**Time and Attendance (T&A)** - Inputs work schedule changes and time and attendance for both retroac-

tive and current pay periods. This area only has access to system capabilities associated with time and attendance.

**Human Resource Office (HRO)** - Processes specific employee data, leave bank data, and utilize on-line inquiries.

**Accounting Technician (ACCT)** - Has update and view access to specific employee and accounting data. Normally, this access may be given to comptrollers and/or their assistants.

As a rule, the employee's supervisor is the first point of contact for payroll and leave issues. Timekeepers and Customer Service Representatives will assist and provide information to help employees and/or supervisors research payroll and leave discrepancies and will respond back to all inquiries.

The DCPS Support Office Team:

- Resolves discrepancies in your pay, leave and deductions
- Updates your direct deposit, allotment, address and tax, etc information
- Helps you understand your LES
- Performs pay and leave audits
- Assists timekeepers and supervisors in accurate and timely input of your hours
- Distributes Activity Level Reports for management
- Maintains User ID data/passwords for USAREUR Time & Attendance Keepers and Alternates

As a reminder: Many actions can now be input, changed and viewed by the employee on the Web through MyPay at <http://www.dod.mil/dfas/> Employees may start/stop allotments, direct deposits, savings bonds, federal and state taxes, make address changes, view and print LESSs, and W-2 statements.

# National Security Personnel System (NSPS)

NSPS is a rigorous and broad-based effort to modernize the personnel system for the Department, while preserving the core, enduring values of the civil service. It offers new rules and processes for pay and classification, performance management, reduction in force, disciplinary matters and appeal procedures, and labor-management relations. Below are several myths and facts regarding NSPS.

## MYTH

*I will lose my benefits under NSPS.*

## FACT

NSPS will not affect rules governing retirement benefits or eligibility, health or life insurance, leave, attendance, or other similar benefits.

## MYTH

*NSPS eliminates veterans' preference for reduction in force (RIF) and hiring.*

## FACT

NSPS preserves veterans' preference. DOD is committed to the principles of veterans' preference; under NSPS, veterans continue to receive preference for both hiring and RIF.

## MYTH

*I will lose my job security and there will be layoffs.*

## FACT

No jobs will be eliminated because of NSPS. In fact, under NSPS there may be more opportunities for civilians as military positions are converted to civilian. By easing the administrative burden routinely required by the current system, managers will turn to civilians first when assigning vital tasks.

## MYTH

*There will be no locality pay under NSPS.*

## FACT

The proposed NSPS pay system includes a locality-based component of pay called a "local market supplement" that is paid in addition to an employee's basic pay. The local market supplement will be based on market conditions related to geographical and occupational factors, and may differ from one occupation to another in a given locality area.

## MYTH

*NSPS is just a way to freeze the pay of DOD civilians, since we're no longer entitled to the automatic January pay increase or within-grade increases.*

## FACT

The annual January pay increase, as we know it now, will change. The proposed pay rules provide for periodic "rate range" adjustments, to adjust the minimum and/or maximum rate of a pay band. When a minimum rate of a pay band is adjusted upward, employees will receive an equivalent increase. There are no "steps," similar to the GS system, in a pay banding system. Instead, pay increases and/or performance bonuses are based primarily on your performance rating. Unacceptable performers are not eligible for pay increases under the proposed system.

***More myths and facts can be reviewed at [www.per.hqusareur.army.mil/cpd](http://www.per.hqusareur.army.mil/cpd)***